



Local Pastor Licensing Requirement Checklist

Board of Ordained Ministry

New England Conference of The United Methodist Church

(2016 Book of Discipline) v April 2020

- ___ 1. Be a certified candidate. The following requirements for certification must be on-file with the BOM Registrar (address below) and be up-to-date (unexpired):
 - a) National Criminal Background Check
These background checks expire in 7 years. If your previous check will expire soon, contact the BOM Registrar for the correct link, cost, and instructions (bomregistrar@yahoo.com).
 - b) *Notarized* Misdemeanor/Felony Statement Form
Complete the New England Conference form, only signing the form in the presence of a notary public. Does not expire.
 - c) Medical Report
Valid up to 2 years from the date of physical exam. The New England Conference medical form must be signed by your physician. Candidate must sign the release form.
 - d) Psychological Assessment
Valid for 7 years from the date of the completed report. If you need to a new psych assessment (“re-take”), contact the BOM Registrar. Pay \$300 co-payment. Make check payable to “New England Conference” and mail to the BOM Registrar (address below).
- ___ 2. Be examined and recommended for Local Pastor Licensing by a 3/4th majority vote of a New England Conference District Committee on Ordained Ministry (dCOM). The dCOM must submit an action report to the BOM Registrar. The candidate must check with the dCOM Chairperson about scheduling this interview. Before the interview with the dCOM, the candidate must submit any dCOM-assignments by the deadline given.
- ___ 3. Complete approved* Local Pastor Licensing School (LPLS).
Grade report must be received by BOM Registrar.
*Note: LPLS is not required if the candidate has completed **both** of the following:
(1) 1/3 of an approved Master of Divinity degree and (2) the New Pastor Orientation.*
- ___ 4. Submit a spiritual mini-autobiography of less than 100 words to bomregistrar@yahoo.com
- ___ 5. Be approved by the Cabinet for an upcoming appointment as a licensed local pastor to a local church or other ministry setting.
- ___ 6. When items 1 through 5 are complete, the Board of Ordained Ministry will vote. Upon Board approval and the beginning of your appointment being officially dated by the cabinet, the Bishop’s office will issue an official license for pastoral ministry certificate.

Note: Each year licensed local pastors must be approved for continued eligibility by the dCOM, appointed by the Bishop, and approved by the clergy session of the Annual Conference.

* BOM Registrar has list of approved schools

Forms or other Information: www.neumc.org/thecandidacyprocess or bomregistrar@yahoo.com

BOM Registrar mailing address: Deborah Venator, P.O. Box 4171, Concord, NH 03302-4171